


**DEPARTMENT OF THE NAVY, COMMANDER NAVY REGION EURAFSWA**  
**Civilian Human Resources, Sigonella, Italy**  
**VACANCY ANNOUNCEMENT: U.S. CITIZEN POSITION**

	Announcement #	<b>SIG12- 391064(R)</b>			
	Position	<b>SUPERVISORY RECREATION ASSISTANT, GS-0189-06/07</b>			
	Salary Range	<b>GS-06: \$30,577 - \$39,748 per annum</b> <b>GS-07: \$33,979 - \$44,176 per annum</b>			
	Opening Date	<b>10-SEP-2012</b>	1 <sup>st</sup> Cut-Off Date	<b>24-SEP-2012</b>	Closing Date <b>09-OCT-2012</b>
	Location	<b>FLEET READINESS (MWR DEPT), U.S. NAVAL AIR STATION, SIGONELLA, ITALY</b>			
<b>Notes</b>	<ol style="list-style-type: none"> <li>Please read the instructions on the reverse side of this announcement before submitting your application.</li> <li>Current and former federal employees must submit copies of Notification of Personnel Actions (SF50 or Personnel Action Report (PAR) for Non-Appropriated Fund Employees) with the application package.</li> <li>Veterans must submit DD214 (Member Copy No. 4) with the application package to receive preference.</li> <li>Selectee will be required to pass a background investigation and physical examination as a condition of employment.</li> <li>Selectee will be required to work shifts including nights, weekends and holidays. Work schedule is subject to change.</li> <li>This position may be filled at the higher or lower grade level. If filled at the lower grade level, incumbent may be non-competitively promoted to the full performance grade level upon meeting eligibility and qualification requirements and based upon recommendation from supervisor.</li> <li>Must be able to obtain and maintain current certification in Cardiopulmonary Resuscitation (CPR) and First Aid within three (3) months of hire, as a condition of employment.</li> <li>Must possess a current and valid driver's license as a condition of employment.</li> <li><b>This is a re-announcement of vacancy SIG12-391064. Applicants who previously applied need not re-apply unless updating their application.</b></li> </ol>				
<b>Who May Apply</b>	U.S. citizens (except for dual Italian/U.S. citizens) residing in the Sigonella, Italy commuting area, who are authorized Department of Defense civilian sponsors and command-sponsored dependents of civilian and military personnel eligible for a Schedule A 213.3106(b)(6) family member appointment.				
<b>Description of Duties</b>	<p>Serves as the NAS I or NAS II Fitness Coordinator with responsibilities for planning, developing, organizing, promoting, coordinating, executing, evaluating and supervising a comprehensive and total fitness program for military members, eligible Federal employees and dependents. Fitness activities include, but are not limited to: Personal Training (Health and Physical Activity Readiness Screening, physical fitness assessments and individualized exercise prescriptions); Cardiopulmonary Resuscitation (CPR) First Aid training; instruction group exercise (e.g., step aerobics, abdominal classes, cardio boxing, sports conditioning, power low step, slide aerobics, aqua aerobics, etc); outreach programs, massage therapy and Lecture series (e.g., nutrition, exercise physiology, exercise and stress, body composition, etc); as well as special events. Serves as subject matter expert to Command Fitness Coordinators. Manages all fitness administrative matters to include standard operating procedures and special reports. Supervises a subordinate staff, coordinates personnel actions and performs a variety of supervisory functions to include recruiting, establishing performance appraisals, performance rating, etc. Prepares and executes requirements for both appropriated funds and non-appropriated funds budgets. Prepares and submits justifications relating to programs and activities including AF/NAF funding, personnel, facilities, supplies and equipment. Reviews financial statements and analyzes reasons for significant variances between executed and projected results. Supervises all cash handling procedures.</p>				
<b>Qualification Requirements</b>	<p><b>SCREEN OUT ELEMENT: Must possess a current "National Fitness Certification" or equivalent course of study (e.g., Exercise Science Fundamentals, Basic Nutrition, Exercise Physiology and Basic Kinesiology – Anatomy and Human Movement) from a professionally recognized institution (ATTACH COPY).</b></p> <p><b>GS-06:</b> One (1) year of specialized experience equivalent to at least the GS-05 grade level <b>OR</b> six (6) months of graduate level education <b>only</b> if directly related to the work of the position.</p> <p><b>GS-07:</b> One (1) year of specialized experience equivalent to at least the GS-06 grade level that equipped the applicant with particular knowledge, skills and abilities to perform successfully the duties of the position and that is typically in or related to the work of this position <b>OR</b> one (1) full year of graduate level education <b>only</b> if directly related to the work of the position.</p> <p>Eligible applicants must meet the screen out element(s) if any, and will be evaluated based on a comparison of the position requirements against the quality and extent of the experience and/or related education as reflected in their resume/application. Applicants should demonstrate that work experience clearly shows possession of the subject matter pertinent to the position and the technical skills to successfully perform the duties of the position.</p> <p>Knowledge, Skills, Abilities (KSAs):</p> <ol style="list-style-type: none"> <li>Knowledge of fitness principles, concepts and techniques to independently plan, develop, supervise and conduct a diversified fitness program.</li> <li>Knowledge of program management to include administrative, financial and personnel management.</li> <li>Ability to supervise a subordinate staff.</li> </ol>				
<b>Application Status</b>	For inquiries concerning job application status, call Civilian Human Resources at (095) 56-4165 or DSN 624-4165 only on Tuesdays or Thursdays from 1230-1530, at least 20-days after the closing date of the announcement.				
<b>THE DEPARTMENT OF THE NAVY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER</b>					

# **DEPARTMENT OF THE NAVY, COMMANDER NAVY REGION EURAFSWA**

## **Civilian Human Resources, Sigonella, Italy**

### **Policies and Instructions for completing Application Form**

1. It is your responsibility to submit a complete application form. You will be rated ineligible if an incomplete application package is submitted. Information contained in Official Personnel Folders and copies of position descriptions WILL NOT be used to determine qualifications.
2. **APPLICATIONS AND SUPPORTING DOCUMENTS MUST BE RECEIVED BY THE CLOSING DATE OF THE ANNOUNCEMENT.** Applications and other required forms will not be returned. We suggest you submit copies or retain copies for yourself.
3. Applicants with dual citizenship (Italian/U.S.) are ineligible for employment by the U.S. Forces in Italy.
4. Veteran's preference will be applied within each external recruitment source as appropriate.
5. **Employment of relatives is restricted in accordance with 5 USC 3110.**
6. All applicants are considered without regard to race, religion, color, national origin, sex, political affiliation, age, marital status, disability, sexual orientation or other non-merit factors.
7. The Department of the Navy provides Reasonable Accommodation to applicants with disabilities. Applicants who believe they require reasonable accommodation should contact the Civilian Human Resources (CHR) at 624-4180, to ensure consideration of such request may be given. The decision to grant an accommodation will be made on a case-by-case basis.

#### **DEPENDENT HIRING AUTHORITY**

**SCHEDULE A, EXCEPTED APPOINTMENT:** Dependents of a member of the U. S. Armed Forces OR dependents of a U.S. civilian employee of a U.S. Government Agency. The family member's appointment is tied to the sponsor's tour and may not extend longer than two (2) months following the transfer from the area or the separation of the appointee's sponsor.

#### **REEMPLOYED ANNUITANTS**

In accordance with section 9902(h) of title 5, United States Code, annuitants reemployed in the Department of Defense shall receive full annuity and salary upon appointment. They shall not be eligible for retirement contributions, participation in the Thrift Savings Plan, or a supplemental or redetermined annuity for the reemployment period. Discontinued service retirement annuitants (i.e., retired under section 8336(d) (1) or 8414 (b) (1) (A) of title 5, United States Code) appointed to the Department of Defense may elect to be subject to retirement provisions of the new appointment as appropriate. (See DoD Instruction 1400.25, Volume 300, at <http://www.dtic.mil/whs/directives/>.)"

### **INFORMATION & VERIFICATION DOCUMENTS REQUIRED ON APPLICATION**

#### **JOB INFORMATION:**

- Specify announcement number, title, pay plan, occupational code and grade level(s) for which you are applying.  
(Please note: you will only receive consideration for the title, pay plan, occupational code and grade level(s) that you specify).

#### **HOW TO APPLY**

(<http://www.cnric.navy.mil/Sigonella/About/HowtoApply/index.htm>):

- All applicants **MUST** submit the following documentation for consideration: **(1)** Resume containing required information listed below; **(2)** Overseas Residency Questionnaire (must be filled out completely); **(3)** Family Member/Military Spouse Supplement; **(4)** Copy of your sojourn permit issued by the Catania Immigration Office or document issued by the Sigonella Legal Office verifying application for sojourn permit; **(5)** Copy of official U.S. passport containing (a) personal data (b) Visa and (c) annotation showing the bearer's residence abroad as a military/civilian dependent; **(6)** Copy of sponsor's Permanent Change of Station (PCS) Orders OR Command-Sponsorship authorization **(7)** Marriage certificate if you are a military spouse **(8)** OF306, Declaration For Federal Employment **(9)** Veterans **must** also submit copy of DD-214, Member Copy-4 and SF-15 if claiming 10 –point preference.
- Current and former Federal employees (including Non-Appropriated Funds (NAF)) **must** attach a copy of SF-50, Notification of Personnel Action (NPA), Personnel Action Report (PAR), to verify previous employment, highest previous rate, LWOP status, non-competitive eligibility, date of last promotion etc.

#### **PERSONAL INFORMATION:**

- Full name, mailing address (with zip code), day and evening phone numbers (with area code)
- Social Security Number
- Country of citizenship

#### **VOLUNTARY DISCLOSURE:**

Complete and attach to your resume:

- Ethnicity and Race Identification, Standard Form 181
- Self-Identification of Handicap, Standard Form 256

#### **WORK EXPERIENCE:**

Give the following information for your work experience related to the job for which you are applying:

- Job title (include pay schedule, occupational code and pay band/grade if experience gained in Federal employment)
- Duties and accomplishments (identify percentage of time spent when work involved multiple/varying duties)
- Salary
- Starting and ending dates: must specify month and year and hours worked per week (e.g., 40 hours)
- Employer's name and address; Supervisor's name and phone number
- Indicate if we may contact your current supervisor

#### **EDUCATION:**

- High school - Name, city, and State (zip code if known), Date of diploma or GED
- Colleges and universities - Name, city, and State (zip code if known), Type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours)
- Copy of transcripts **must** be attached to receive credit for education.
- Original/notarized transcripts will be required, if selected.
- **Foreign education** must be accredited by an officially recognized U.S. accreditation authority and submitted with the job application. Refer to [www.opm.gov/qualifications/SEC-II/s2-e4.asp](http://www.opm.gov/qualifications/SEC-II/s2-e4.asp).

#### **QUALIFICATION REQUIREMENTS:**

- Take note of the type of experience, knowledge, skills and abilities required by the vacancy announcement. Candidates who rate among the best qualified group will be referred to the selecting official.

#### **TYPING PROFICIENCY:**

For positions requiring a qualified typist, applicants must self-certify their typing proficiency, indicating typing speed. Typing proficiency skills are subject to monitoring as a condition of employment. To be certified as a qualified typist you must meet a minimum of forty- (40) words per minute in English.

#### **SUBMISSION OF THE EMPLOYMENT APPLICATION:**

Submit your application by the closing date of the announcement. Applications may be delivered to the CHR office, Monday to Friday, 0730 to 1600 OR deposited in the box at the Pass & ID Window NAS I or scanned via email to [si-hro-wantajob@eu.navy.mil](mailto:si-hro-wantajob@eu.navy.mil). Email containing application and attachments cannot exceed a maximum of 10MB. It is the applicant's responsibility to verify that information and documents submitted are received, legible and accurate.